

SUBJECT: <b>Crime Analysis</b>	NUMBER: 2-19.01
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: ADM.11.01	APPROVED: Sheriff

## **I. POLICY**

This written directive establishes crime analysis or public safety functions for the Valencia County Sheriff's Department. These functions include, but are not limited to, documents from which crime analysis and crime data are extracted, and identification of potential or actual police/citizens' concerns. This will include the documentation of the temporal (time) and geographical (location) distribution of crime statistics and distribution of crime analysis information, feedback and evaluation program.

## **II. PROCEDURES**

### **A. General**

All Department supervisors (Sergeants, Lieutenants, and Captain) are required to attend a supervisors meeting once a month. This meeting will typically occur on the first Wednesday of the every month at 0800 hours. The meeting will be set by the Captain. During this meeting the supervisors are required to report on criminal and traffic issues occurring within the county.

1. Each Sergeant has available through computer software daily statistics and shall analyze on a shift by shift basis the crime trends.
2. They will utilize their individual and collective resources and manpower to determine the most effective tactic to combat specific, targeted crimes.
3. Each Sergeant will be responsible for presenting statistics, trends and solutions for the shift they are assigned to. The Detective Sergeant will be responsible for the Detective Division. The Court Service Sergeant will be responsible for Court Service.
4. Any Sergeant that cannot attend will ensure that someone is designated to fill in for them and ensure they have the appropriate information for the meeting.

### **B. Source Documents**

The following source documents may be used to collect data for crime analysis:

1. Offense/Crime reports.

2. Field interview cards.
3. Arrest reports.
4. Supplemental reports.
5. Other reports of record within the Department.
6. Reports from other agencies.

C. Evaluation Procedures

1. On a monthly basis the Sheriff will be briefed on all ideas and methods to address recognized crime patterns and trends.
2. During the monthly meeting, the Supervisors are required to present written reports during this meeting to the Captain. These reports contain information as needed by the department, but includes at a minimum the following:
  - a) Reports in relationship to crime patterns (time and location).
  - b) Potential or actual citizens' concerns
  - c) Any feedback on programs or initiatives that were enacted.